



Travel Update

May 2007

A newsletter for state government travelers and travel planners

A Utah Department of Administrative Services, Division of Finance quarterly communication service

www.finance.utah.gov



Rate Changes

GOOD NEWS! The meal and lodging per diem rates are going up. The new rates will be effective beginning July 1, 2007 subject to clearing the Administrative Rules process. These new lodging and meal per diem rates are identified in detail on page 3 of this newsletter.

MORE GOOD NEWS! The policy related to private vehicle usage and related mileage reimbursement rates will also change effective July 1, 2007. The new rates each will go up 4 cents per mile and will be 36 cents per mile or 48.5 cents per mile if a state vehicle is not available to the employee. This change is based on a cost analysis of fleet vehicles and the recent increase in the IRS rate for business use of a private vehicle.

To determine which rate to use, the traveler must first determine if their department has an agency vehicle (long-term leased vehicle from Fleet Operations) that meets their needs and is reasonably available for the trip (does not apply to special purpose vehicles). **If reasonably available, the employee should use an agency vehicle.** If an agency vehicle that meets their needs is not reasonably available, the agency may approve the traveler to use either a daily pool fleet vehicle or a private vehicle. If a daily pool fleet vehicle is not reasonably available, the traveler may be reimbursed at 48.5 cents per mile.

If a trip is estimated to average 100 miles or more per day and no agency vehicle is available, the agency should approve the traveler to rent a daily pool fleet vehicle if one is reasonably available. Doing so will cost less than if the traveler takes a private vehicle. If the agency approves the traveler to take a private vehicle, the employee will be reimbursed at the lower rate of 36 cents per mile.

Coverage Change: The insurance coverage provided by MasterCard when a Central Travel Account (CTA) is used for death or dismemberment accidents occurring while traveling on a common carrier is now \$400,000. It was previously \$500,000.

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State Rental Car Insurance



When renting a car with Budget or Enterprise for state business (**not applicable for Enterprise cars obtained through Fleet Services***), the renter(s) are provided with the following coverage:

Primary liability coverage of 100,000/300,000/25,000 (LDW)
Full collision damage waiver (CDW)

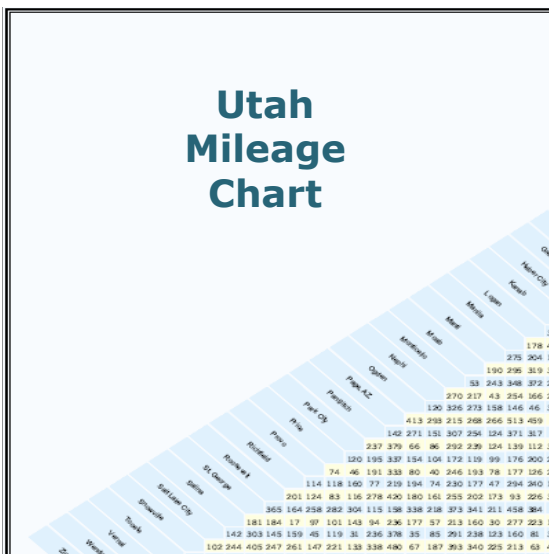
If you are carrying other passengers in the car, they are covered through State Risk Management. Coverage for passengers in a rental car or state vehicle includes the PIP (Personal Injury Protection) for the first \$3,000. If the passengers are state employees, workers' compensation would cover any expense. Passengers who are not state employees and are authorized to be traveling in the rental car or state vehicle would only have Risk Management liability coverage if an accident is the state driver's fault and they sue the driver (state employee).

If the accident is the state driver's fault, the above coverage would take place. If the accident is not the state driver's fault, the above coverage would take place but Risk Management would subrogate (go after) against the other car driver's insurance.

Full size vans can only be rented if all passengers are over the age of 18. No students in grades K-12 may be transported in a vehicle that seats more than eight passengers. Insurance for full-sized vans is not included in the state contract; therefore, CDW and LDW insurance must be purchased to mirror what is covered in the contracted rate.

***State vehicles and Enterprise vehicles reserved through Fleet Services are covered through State Risk Management. Please contact Sam Lee in Fleet Services if you have any questions.**

Utah Mileage Chart



Many of you have contacted the State Travel Office concerning a grid with an indicator of mileage between cities in Utah. This chart is now located on the State Travel Office website. You can find it by clicking on the link below or going to the Division of Finance website, clicking the Travel Tab and choosing Utah Mileage Chart.

<http://finance.utah.gov/main/resources/Travel/mileagechart.pdf>

LODGING AND PER DIEM AMOUNT INCREASES EFFECTIVE 7/1/07

Instate Lodging amount increases:

Salt Lake Valley (Draper to Centerville), Park City, Heber City, Tooele, and Midway	Increasing from \$68 to \$80 plus tax
Ogden, Layton	Increasing from \$63 to \$65 plus tax
Orem, Provo	Increasing from \$63 to \$65
Moab	Increasing from \$65 to \$70
St. George	Increasing from \$65 to \$70
Logan	Increasing from \$60 to \$65
Panguitch	Increasing from \$60 to \$65
Price	Increasing from \$60 to \$70
Roosevelt, Vernal	Increasing from \$60 to \$75

Cedar City will remain at \$65 plus tax. All other areas within the state will stay at \$60 plus tax.

These rates are based on single occupancy. For double occupancy add \$20, for triple occupancy add \$40 and for quadruple occupancy add \$60.

When staying at a location other than a hotel, such as with a family member, travelers may now receive \$25 per night (increased from \$20 per night).

If staying at a campground, trailer park, etc., travelers may be reimbursed up to \$40 per night (increased from \$30/night) with a signed receipt.

Instate Meal per diem amount increases:

Breakfast: Increasing from \$6 to \$8

Lunch: Increasing from \$9 to \$11

Dinner: Increasing from \$15 to \$16

The above rates apply for individual travel as well as group gatherings (unless bids are obtained as required by FIACCT 04-11.00 Section C) AM and PM Break per diem for group gatherings will increase from \$3 to \$4.

Out of State Meal per diem amount increases:

Breakfast: Increasing from \$9 to \$10

Lunch: Increasing from \$11 to \$13

Dinner: Increasing from \$18 to \$20

Premium Cities: Increasing from \$50 to \$57 per day



Just Bag It!



Listed below are links to information regarding baggage limitations and guidelines for each of the major airlines. Taking a minute or two at home to check to make sure you comply with your airline's requirements may save you time and inconvenience at the check-in counter.

DELTA:	http://www.delta.com/traveling_checkin/baggage/baggage_allowance/index.jsp
CONTINENTAL:	http://www.continental.com/web/en-US/content/travel/baggage/carry-on.aspx?SID=EA443817CD52428C905C56D8E4472F87
AMERICAN:	https://www.aa.com/aa/i18nForward.do?p=/travelInformation/baggage/baggageAllowance.jsp
UNITED:	http://www.united.com/page/middlepage/0,6823,1031,00.html?navSource=Dropdown07&linkTitle=baggage
NORTHWEST:	http://www.nwa.com/travel/luggage/generalinformation.html#general
US AIRWAYS:	http://www.usairways.com/awa/content/traveltools/baggage/baggagepolicies.aspx
BRITISH AIRWAYS:	http://www.britishairways.com/travel/baggag/public/en_us
AIR FRANCE:	http://www.airfrance.us/US/en/local/guidevoyageur/pratique/pratique_bagage.htm?BV_SessionID=@@@@0832969783.1173722341@@@@&BV_EngineID=ccdcdaddkfjfggeec efecekedgfndgfi.0
SOUTHWEST:	http://www.swabiz.com/travel_center/baggage.html
FRONTIER AIRLINES:	http://www.frontierairlines.com/frontier/flight-info/at-the-airport/baggage-info.do

Travel Agency Contract Awarded

CHRISTOPHERSON
BUSINESS TRAVEL

We are pleased to announce that the State of Utah has once again awarded the travel agency contract to Christopherson Travel. This contract runs for 1 year from 4/1/07 to 3/31/08 with four yearly renewal options. Beginning on the date of renewal, there will be no more fees for using the after hours service. Previously, an \$8.75 charge was incurred for calling, an additional \$8.50 if a ticket was issued, and a \$15 fee for an after hour ticket exchange — this in addition to the normal \$25 service fee. With the new contract, the \$25 service fee will cover everything.

Christopherson Travel has done a great job for us the past five years. We look forward to continuing our great working relationship.



Let State Travel Do the Booking

We want to remind everyone that state policy prohibits employees from booking their own airfare for state business over the Internet. According to state policy FIACCT 10-02.00, Travel – Reimbursement – General Policies, the State will not honor reimbursement requests for airline travel arrangements that are not made through the State Travel Office.

That means if employees purchase their own tickets over the Internet, they have just paid for their own airfare. The State should not reimburse their airfare.

The Division of Finance has researched the impact of allowing employees to book their own travel over the Internet and has determined that it is not beneficial to the State of Utah. The major reasons for this determination include:

- ✓ The State negotiates contracts with the airlines and car rental agencies each year to obtain government rates. The information that is necessary to negotiate these low fares, such as number of flights, cities employees fly to and from, and volume, is obtained by booking airfares through the contracted travel agency. Without this information, the State would not be able to obtain its current low airfares, which would result in higher overall travel costs for state agencies. Currently, this information cannot be captured if the airfare is booked over the Internet. Airlines will only give the State contract rates if travel is centralized and booked through one travel agency to ensure the State is following airline rules and regulations.
- ✓ Current state policy requires that employees be reimbursed only for the lowest fare available. Since airfare rates change constantly, unless employees call the State Travel Office to get airfare information at the time they book the travel, the employees will not really know whether the fare quoted on the Internet is lower than the government rate or any other published rate. The State Travel Office would not be able to give the lowest fare available after the fact. Our agents always search for the lowest rate. If there is a rate lower than the contract state rate, they will book the lowest rate.
- ✓ If State Travel is not involved in booking the ticket, we cannot help employees if something goes wrong (e.g., employees get to the airport and the ticket has not been issued, or the employees need to make changes). The employees are on their own. If our agents don't book the tickets, they cannot make changes to the tickets or help employees resolve problems. The employees would have to work through the airlines or Internet companies. In addition, we would not be able to get in touch with the traveler in an emergency situation. We can run a report that shows exactly where all travelers are, but only if their travel arrangements were booked through the State Travel Office.
- ✓ By not using the Central Travel Account (CTA) number to book the airline ticket, employees would lose the \$400,000 insurance against death or dismemberment arising from accidents occurring while traveling on any common carrier (a common carrier is an air, land, or water conveyance). The employees would receive only the insurance listed on their personal credit card policy.

- ✓ We have found that many employees do not understand the restrictions and terms that are placed on most of these “great fares.” Often the small print may state “or lowest available fare.” The lowest available fare may be higher than the state rate. Also, the terms will usually list restrictions such as employees can fly only at certain times of the day, or certain dates, etc. This may result in employees having to stay extra days, which may require additional lodging and per diem, resulting in increased cost. Fares on Internet sites do not include airport-assessed passenger facility charges. If these charges are included, the fare may not be lower than the state rate or other fares the State Travel Office can obtain.
- ✓ Fares booked at the full state contract rate do not require an advance purchase, are fully refundable, and do not charge for cancellations or changes. By contrast, Internet fares generally require an advance purchase, are non-refundable, and prohibit or carry penalty charges for changes and cancellations. The State Travel Office can also book fares at the lower non-refundable rates.
- ✓ If employees purchase “promotional tickets” over the Internet, they own the tickets. The tickets cannot be refunded or exchanged. If employees cannot go or need to change the departure date or time, they will need to purchase new tickets. The money spent on promotional tickets is then lost to the State.
- ✓ Currently, travelers are required to provide the State Travel Office with an authorization number. This is to ensure that employees have been authorized and approved by the agency to travel. If employees were allowed to book their own travel on the Internet, agencies would need to establish internal procedures to ensure this approval would be obtained before employees are allowed to book over the Internet.
- ✓ It will take longer for employees to book travel over the Internet than through the State Travel Office. Employees must access several Web sites and call the State Travel Office to ensure they are receiving the lowest available fare. They must read all the fine print and restrictions. Booking on the Internet wastes employees’ time, as well as the State Travel agents’ time to check fares.
- ✓ To take advantage of airline promotions such as triple miles, employees may book airfare at a rate which is not advantageous to the State.











State Travel Office Web Page

The State Travel Office has been working with Marilee Richins, Technical Writer for the Division of Finance, to make the travel web page a great tool and informational resource. Here you can currently find:

Travel

-  Links on who to call in State Travel
-  Information on the contracted rates we have with the airlines and rental car companies
-  Airport parking information
-  A hotel reference sheet listing hotels that offer per diem rates for group gatherings
-  Caterer listings
-  Travel policy information

This is just to name a few.

Soon, we will be adding a “participating hotel” link which will give a list of hotels statewide that will offer state lodging per diem rates, based upon availability.

We will also be adding links to check on the federal per diem lodging rates worldwide, airport information, security alerts and much much more.

Just go to www.finance.utah.gov and click on the travel icon. Mark that link as one of your favorites for quick access to all of this important information.



Got an idea for the website? Email your comments to taminelson@utah.gov or mprichins@utah.gov

New Faces in the State Travel Office



Lanea Blosser

Lanea joins the Christopherson staff working at the State Travel Office with 24 years of travel industry experience and plenty of stickers on her passport. She has spent years living abroad and loves hopping a Boeing 767 (or whatever is accepting her frequent flyer miles) and jet setting around the world! Her most recent indulgence was a cruise to the Caribbean. While home, she likes to fuss over her three grown children or work on home improvement projects. She recently remodeled her kitchen and frankly, it didn't turn out half bad! Though some may call her a late bloomer (afterall, she just barely got around to having her tonsils out), she says of her best quality, "I'm absolutely hilarious! People just don't realize it!" Lanea, we are so happy to have you with us!



Renee Craig-Jennet

Renee Craig-Jennett joins the Christopherson team servicing Utah State Government with 20 years of experience in the travel industry. She spent nine years with TWA after which she did a tour of duty working with government accounts with SATO in London. Her husband just retired from the US Air Force so traveling is in her blood and she has thoroughly enjoyed the frequent changes in her scenery. She is a California Valley girl and loves to travel the globe, having visited Prague 6 times and Central America several times. When her wings are grounded, she is happiest with a no-limit VISA and an all day shopping itinerary! She loves music and particularly the Kenny Rogers genre! When asked what sage advice she had for Utah travelers, of course she said with a sly grin... "You have to know when to hold 'em and know when to fold 'em!" Welcome to Capitol Hill, Renee.

Who's Who in the State Travel Office

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The new A380 Airbus that just made its first transcontinental trip is so spacious inside that if all the pleasantries of the aircraft were removed so no passengers would occupy the space inside, a total of 700,000,000+ ping-pong balls would be able to fit within its aluminum and composite structure.



HELP!

Emergency Line During Business Hours, 8am to 5pm, Monday through Friday

801-537-9124

In-State Toll Free During Business Hours, 8am to 5pm, Monday through Friday

800-358-1019

After Hours Emergency Hotline

866-489-9834